

Private Investigator Certified Trainer Exam or Re-exam Application



FOR VALIDATION ONLY

Application Requirements

- **\$25.00** fee.
- You must be licensed as a private investigator before applying to take the certified trainer exam.
- Please provide documentation of 3 years of investigative experience and complete the employment history

Make remittance payable to State Treasurer.
Send this application with your remittance to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

Applicant Information

Please type or print clearly

APPLICANT'S NAME <i>LAST</i>		<i>FIRST</i>		<i>MIDDLE INITIAL</i>
AGENCY NAME		TELEPHONE NO. ()	FAX NO. ()	
BUSINESS ADDRESS <i>(As Shown On License)</i>			UBI NO.	
CITY	STATE	ZIP CODE	COUNTY	
HOME ADDRESS <i>(Number, Street, Apartment No.)</i>				
CITY	STATE	ZIP CODE	COUNTY	

Experience – you must provide proof of your past employment

Please document your experience beginning with your most recent *(or current)* position. Acceptable forms of proof include copies of payroll check stubs showing company name and pay period, copies of your federal tax return for the period(s) listed, certification from the employer verifying your status and time employed. Verification of license/registration from another state/jurisdiction is acceptable only if that state/jurisdiction has requirements that meet or exceed those required by Washington state.

Please start with your most recent (or current) position, then work backward *(add more pages if necessary)*

TYPE OF EXPERIENCE	FROM <i>(Mo-Da-Yr)</i>	TO <i>(Mo-Da-Yr)</i>
COMPANY NAME		
COMPANY ADDRESS <i>(Number And Street, City, State, Zip)</i>		
TYPE OF EXPERIENCE	FROM <i>(Mo-Da-Yr)</i>	TO <i>(Mo-Da-Yr)</i>
COMPANY NAME		
COMPANY ADDRESS <i>(Number and Street, City, State, Zip)</i>		

Certification

I, _____, *(Print Name)* certify that the information provided in this application is true, complete, and correct to the best of my knowledge. I understand that should I misrepresent or conceal any material fact in my application for certified trainer of a private investigation agency, it constitutes grounds for suspension or denial of my license. I understand the department may conduct a complete background investigation regarding my qualifications as outlined in Chapter RCW 18.165.

X _____
Signature of Applicant

_____ Date

Exams are administered at Licensing Services Offices around the state. Please select a location and alternate location where you want to be scheduled to take the exam from the list on page 2.

Please mark the location you want to be scheduled with a "1" in the box below, and your second choice with a "2".

BELLINGHAM	3800 BYRON AVE STE 136	PUYALLUP	405 W STEWART ST STE A
EVERETT	5313 EVERGREEN WAY	SEATTLE WEST	8830 25th AVE SW
KIRKLAND	10639 NE 68th	SPOKANE EAST	12801 E SPRAGUE AVE
OLYMPIA	405 BLACK LAKE BLVD SW	UNION GAP	2725 RUDKIN RD
POULSBO	19045 HWY 305 NE STE 140	VANCOUVER	1301 NE 136th AVE

Private Investigator Examination Study Guide Outline

The following subjects will be covered in the examination for Principal and/or Certified Trainers:

1. Washington State Law as it applies to Private Investigator licensing and regulation: (45% of exam)

- 18.165 RCW
- 308-17 WAC
- 308-17-300 WAC – A list of all topics contained in the private investigator pre-assignment training course.
- Chapter 9.73 RCW – Privacy, Violating Right of Privacy (*Surveillance and Wiretapping*)
- Chapter 42.17 RCW – Public Disclosure
- Title 9A RCW – Washington State Criminal Code
- Other Resources:
 - Title 2 RCW – Courts of Record
 - Title 3 RCW – District Courts - Courts of Limited Jurisdictions
 - Title 26 RCW – Domestic Relations (*marriage, dissolution, adoption*)
 - Title 36 RCW – Counties
 - Title 46 RCW – Motor Vehicles (*accidents, forms*)

2. Federal Laws: (30% of exam)

- Federal Privacy Act (5 U.S.C. 522a)
- Freedom of Information Act (5 U.S.C. 552)
- Fair Credit Reporting Act (15 U.S.C. 1681)
- Federal Wiretapping Act (18 U.S.C.)
- Gramm-Leach-Bliley (15 U.S.C. 6801-6809)
- United States Code

3. Court Systems: (7.5% of exam)

- Federal Courts:
- Title 28 of the U.S. Code – Judiciary and Judicial Procedures
 - Public Law 101-650 – Title 37 Patents, Trademarks, and Copyrights

State Courts:

- Chapter 35.20 RCW – Municipal Courts
- Title 2 RCW – Courts of Record
- Title 3 RCW – District Courts/Courts of Limited Jurisdictions
- Title 4 RCW – Civil Procedures
- Title 5 RCW – Evidence
- Title 6 RCW – Enforcement of Judgments

4. Legal Procedures and Definitions: (10% of exam)

Terminology and Definitions:

- Title 9A RCW – Washington State Criminal Code
- Title 2 RCW – Courts of Record
- Title 3 RCW – District Courts/Courts of Limited Jurisdictions
- Title 4 RCW – Civil Procedures
- Title 5 RCW – Evidence
- Title 6 RCW – Enforcement of Judgments
- Title 26 RCW – Domestic Relations (*marriage, dissolution, adoption*)
- Black's Law Dictionary – Available at your local library or bookstore.

5. Other resources of public information: (7.5% of exam)

- Code Reviser's Office
- County Recorders Office
- World Wide Locator
- Secretary of State
- Computer Databases
- Federal and State Laws and Acts can be found on the Internet.

Please view the Private Investigator's website at dol.wa.gov
Principal and/or Certified Trainer State Exam Study Guide

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56